



## **Assistant Manager Transitions of Kalamazoo**

3/8/2016

Community Living Options is seeking an Assistant Manager for our Intensive/Transitional Support Program to assist the Program Manager with providing site supervision and clinical coordination and provide direct support to consumers.

**Hours:** Full-time Wed – Sun, midday and evening hours

**Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. High School Diploma or equivalent
2. Valid driver's license with a good driving record.
3. Two year's experience in mental health working with individuals with challenging behaviors.
4. One year supervisory experience.
5. Ability to work effectively in a team setting.
6. Ability to work with individuals of diverse backgrounds.
7. Demonstrated ability to communicate in both verbal and written format.
8. Demonstrated decision making ability
9. Ability to lift a minimum of 50 pounds.
10. Ability and willingness to work flexible hours and on all shifts to meet program needs.
11. Proficient computer skills.
12. Reliable transportation

### **Preferences**

1. One year related education.
2. Bachelor's degree in related field.
3. Previous supervisory experience in a human services setting.

**Salary & Benefits:** \$13.50 per hour + benefits

**To apply:** Please submit written letter of interest and resume to Karen Burpee, 626 Reed St., Kalamazoo, MI 49001 or email [kburpee@communitylivingoptions.org](mailto:kburpee@communitylivingoptions.org)

**Deadline:** 3/16/2016

EOE-M/F/H/V